

**EXAMPLE
VERIFICATION OF ACCURACY MEMO**

NON-NATIONAL NUCLEAR SECURITY ADMINISTRATION ORGANIZATIONS

MEMORANDUM FOR THE SECRETARY

THROUGH: JAMES T. CAMPBELL
 ACTING DIRECTOR, OFFICE OF MANAGEMENT, BUDGET
 AND EVALUATION/ACTING CHIEF FINANCIAL OFFICER

FROM:

SUBJECT: ACTION: Verification of Accuracy of Data Provided for the
 Department of Energy Federal Activities Inventory Reform Act of 1998
 Commercial Activities Inventory and Office of Management and
 Budget (OMB) Inherently Governmental Activities Inventory

ISSUE: The Administrator of the Office of Federal Procurement Policy, OMB,
 in a February 27, 2002, memorandum, directed agencies to "...produce
 a more accurate FAIR Act inventory of commercial functions
 performed by Federal employees..." consistent with the Federal
 Activities Inventory Reform Act of 1998 (FAIR Act) (P.L. 105-270)
 and OMB's FAIR Act implementation guidelines.

BACKGROUND: The FAIR Act requires each executive agency to submit to OMB a
 detailed commercial activities inventory of all functions that are
 performed by Federal employees, but are not inherently governmental
 (i.e., commercial activities). OMB Circular A-76 requires the
 submission of an inventory of inherently governmental full-time
 equivalents (FTEs) in addition to the Commercial Activities Inventory
 (CAI).

The Office of _____ has provided data for both
the 2004 FAIR Act CAI and the inherently governmental activities
inventory for submission to OMB. A narrative description is included
which addresses the strategy/philosophy for use of particular reason and
function codes, and data that statistically describes all major recoding
efforts between the 2003 inventory and the 2004 inventory.

The submitted data is supported by justification, in writing, of any
designation of FTEs performing inherently governmental or for reason
code A commercial activities.

In response to OMB and departmental direction to improve the
accuracy of inventory data, this office has carefully analyzed and

applied OMB and DOE guidance regarding the characterization of FTEs as performing inherently governmental or commercial activities. The information reported, which has been thoroughly vetted within my organization, is accurate and complete to the best of my knowledge. Additionally, steps have been taken to assure consistency between sub-organizations in the application of reason and function codes.

SENSITIVITIES: [As determined by the office.]

POLICY IMPACT: [As determined by the office.]

RECOMMENDATION: That you accept this verification of the accuracy of this office's inventory data and include the data in the Department's submission to OMB.

Attachment

**EXAMPLE
VERIFICATION OF ACCURACY MEMO**

NATIONAL NUCLEAR SECURITY ADMINISTRATION

MEMORANDUM FOR THE SECRETARY

FROM: LINTON BROOKS
 UNDER SECRETARY FOR NATIONAL NUCLEAR SECURITY

SUBJECT: ACTION: Verification of Accuracy of Data Provided for the
 Department of Energy Federal Activities Inventory Reform Act of 1998
 Commercial Activities Inventory and Office of Management and
 Budget (OMB) Inherently Governmental Activities Inventory

ISSUE: The Administrator of the Office of Federal Procurement Policy, OMB,
 in a February 27, 2002, memorandum, directed agencies to "...produce
 a more accurate FAIR Act inventory of commercial functions performed
 by Federal employees..." consistent with the Federal Activities
 Inventory Reform Act of 1998 (FAIR Act) (P.L. 105-270) and OMB's
 FAIR Act implementation guidelines.

BACKGROUND: The FAIR Act requires each executive agency to submit to OMB a
 detailed commercial activities inventory of all functions that are
 performed by Federal employees, but are not inherently governmental
 (i.e., commercial activities). OMB Circular A-76 requires the
 submission of an inventory of inherently governmental full-time
 equivalents (FTEs) in addition to the Commercial Activities Inventory
 (CAI).

 The National Nuclear Security Administration (NNSA) has provided
 data for both the 2004 FAIR Act CAI and the inherently governmental
 activities inventory for submission to OMB. A narrative description is
 included which addresses the strategy/philosophy for use of particular
 reason and function codes, and data that statistically describes all major
 recoding efforts between the 2003 inventory and the 2004 inventory.

 The submitted data is supported by justification, in writing, of any
 designation of FTEs performing inherently governmental or reason
 code A commercial activities.

 In response to OMB and departmental direction to improve the accuracy
 of inventory data, this office has carefully analyzed and applied OMB
 and DOE guidance regarding the characterization of FTEs as
 performing inherently governmental or commercial activities. The
 information reported, which has been thoroughly vetted within my

organization, is accurate and complete to the best of my knowledge. Additionally, steps have been taken to assure consistency between sub-organizations in the application of reason and function codes.

SENSITIVITIES: [As determined by the office.]

POLICY IMPACT: [As determined by the office.]

RECOMMENDATION: That you accept this verification of the accuracy of the NNSA's inventory data and include the data in the Department's submission to OMB.

Attachment

cc: Acting Director, Office of Management, Budget and Evaluation/Acting Chief Financial Officer